

# PERSONNEL/JUDICIAL COMMITTEE

## A G E N D A

TUESDAY, NOVEMBER 16, 2010

**4:00 P.M.**

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

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### PAGE NO.

- I CALL TO ORDER
- II ROLL CALL
- 1- 2 III MINUTES (10/19/10)
- IV PUBLIC INPUT
- V PETITIONS AND COMMUNICATIONS
- 3- 7 A. Personnel Director
- 5 1. Reclassification Report **(Receive)**
- 7 2. Vacancies **(Seeking authorization to post/fill - proposed resolution attached)**
  - a. Sheriff Department - Road Patrol Deputy (ft \$15.29 entry)
  - b. Division on Aging - Kitchen Aide (pt - \$9.12 entry)
- VI REFERRALS
- VII UNFINISHED BUSINESS
- VIII NEW BUSINESS
- IX MISCELLANEOUS
- X ADJOURNMENT

PLEASE NOTE: THE COMMITTEE CHAIR HAS REQUESTED THAT ANY ELECTED OFFICIAL, DEPARTMENT/DIVISION HEAD PLACING AN ITEM ON THE PERSONNEL/JUDICIAL COMMITTEE AGENDA BE PRESENT OR HAVE A REPRESENTATIVE PRESENT TO SPEAK TO THEIR REQUEST AND/OR ANSWER ANY QUESTIONS POSED BY COMMITTEE MEMBERS.

# PERSONNEL/JUDICIAL COMMITTEE

## MINUTES

MEETING OF THE PERSONNEL/JUDICIAL COMMITTEE ON TUESDAY, OCTOBER 19, 2010, in the Commission Chambers, Fourth Floor, Bay County Building, 515 Center Avenue, Bay City, MI 48708.

Call to order @ 4:02 p.m. by Chair Krygier.

Roll call:

### MOTION NO.

COMMISSIONERS PRESENT	1	2	3	4	5	6	7	8	9	10	11
ERNIE KRYGIER, CHAIR P	Y	Y	Y	Y	Y	Y					
KIM COONAN, VICE CHAIR P	M/Y	S/Y	M/Y	M/Y	M/Y	Y					
MICHAEL J. DURANCZYK P	S/Y	Y	Y	Y	Y	MY					
PATRICK H. BESON P	Y	Y	S/Y	S/Y	S/Y	S/Y					
VAUGHN J. BEGICK P	E	E	E	E	E	E					
DONALD J. TILLEY	E	E	E	E	E	E					
BRIAN K. ELDER, EX OFFICIO P	Y	M/Y	Y	Y	Y	Y					

### MOTION NO.

COMMISSIONERS PRESENT	12	13	14	15	16	17	18	19	20	21	22
ERNIE KRYGIER, CHAIR											
KIM COONAN, VICE CHAIR											
MICHAEL J. DURANCZYK											
PATRICK H. BESON											
VAUGHN J. BEGICK											
DONALD J. TILLEY											
BRIAN K. ELDER, EX OFFICIO											

### MOTION NO.

COMMISSIONERS PRESENT	23	24	25	26	27	28	29	30	31	32	33
ERNIE KRYGIER, CHAIR											
KIM COONAN, VICE CHAIR											
MICHAEL J. DURANCZYK											
PATRICK H. BESON											
VAUGHN J. BEGICK											
DONALD J. TILLEY											
BRIAN K. ELDER, EX OFFICIO											

OTHERS PRESENT: C.MAILLETTE, M.GRAY, M.FITZHUGH, C.HEBERT, T.QUINN, R.REDMOND, BAY 3 TV, D.BERGER

M-MOVED; S-SUPPORTED; Y-YEA; N-NAY; ABS.-ABSTAIN; E-EXCUSED; A-ABSENT

-/-

**PERSONNEL/JUDICIAL COMMITTEE  
TUESDAY, OCTOBER 19, 2010  
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**MOTION NO.**

**NOTE:** In addition to these typed minutes, this Committee meeting was also taped by Bay 3 TV and those tapes are available for review in the Administrative Services Department.

- 1            MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF THE SEPTEMBER 21, 2010 PERSONNEL/JUDICIAL COMMITTEE MEETING AS PRINTED.**

Public input was called with no one wishing to address the Committee.

- 2            MOVED, SUPPORTED AND CARRIED TO RECEIVE THE CRIMINAL DEFENSE/PUBLIC DEFENDER STATISTICS.**

Committee Chair Krygier was grateful for receipt of the criminal defense/public defender information and expressed the hope it would continue to be provided.

- 3            MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL THE STAFF/GRANT ACCOUNTANT VACANCY IN THE FINANCE DEPARTMENT.**

- 4            MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO HIRE A TEMPORARY STAFF/GRANT ACCOUNTANT AND APPROVE OVERTIME AS REQUIRED IN THE FINANCE DEPARTMENT.**

- 5            MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL A ROAD PATROL DEPUTY VACANCY AND TO TEST FOR A LIEUTENANT AND A SERGEANT POSITION (SHERIFF DEPT.)**

There being no further business, it was

- 5            MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:05 P.M.).**

Submitted by:

*Deanne Berger*

**Deanne Berger  
Board Coordinator**



**BAY COUNTY  
PERSONNEL DEPARTMENT**

**Tim Quinn**  
*Personnel Director*  
[quinnt@baycounty.net](mailto:quinnt@baycounty.net)

**Thomas L. Hickner**  
County Executive

November 9, 2010

Mr. Ernie Krygier, Chairperson  
Personnel/ Judicial Committee  
Bay County Board of Commissioners  
515 Center Avenue  
Bay City, MI 48708

Re: **Personnel/Judicial Committee Agenda Items**

Dear Commissioner Krygier:

Please consider the following items for the agenda of your committee for its meeting on November 23, 2010.

- 1. Request:** Please review the following reclassification report attached with regard to requests submitted for January 1, 2010/2011.

**Background:** In accordance with county policy, meetings were held with supervisors, union representatives and employees with regard to requests submitted.

**Finance/Economics:** Please refer to the attached report.

**Recommendation:** Please accept the report which reclassifies three positions in the Register of Deeds' Office, one position in the Finance Department, one position in the Clerk's Office and denies the request of four other county positions.
- 2. Request:** We are in receipt of a request to fill a Road Patrol Deputy position with the Bay County Sheriff Department.

**Background:** Due to the recent retirement of a Road Patrol Lieutenant there is a vacancy in the road patrol division.

**Finance/Economics:** The position is budgeted in the current 2010 budget as full-time with benefits. \$15.29 per hour entry, progressing to \$23.25 per hour after 6 years (RP01).

Mr. Ernie Krygier, Chairperson  
Personnel/ Judicial Committee  
Bay County Board of Commissioners  
November 10, 2010  
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**Recommendation:** Please refer Sheriff Miller's request to the full board for their recommendation.

3. **Request:** The Division on Aging has submitted a request to post and fill a part-time Kitchen Aide position.

**Background:** Employee transferred to the part-time Cook vacancy with the Division on Aging.

**Finance/Economics:** 15 - 25 hours per week at \$9.12 per hour entry, progressing to \$10.51 per hour after 6 years (TS02) with limited benefits. U.S.W. part-time union.

**Recommendation:** Please authorize the posting and filling of this part-time vacancy.

Thank you for your consideration.

Sincerely,



Tim Quinn, Director  
Personnel and Employee Relations/Finance

cc: Tom Hickner  
Mike Gray  
Marty Fitzhugh  
Crystal Hebert  
Sue Gansser  
Eric Boks  
Matt Burley

Sheriff Miller  
Cindy Luczak  
Barb MacGregor  
Becky Relmann  
Paul Paballs  
Vicki Roupe

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Mr. Ernie Krygier, Chairperson  
Personnel/ Judicial Committee  
Bay County Board of Commissioners  
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**RECLASSIFICATION REPORT**  
**November, 2010**

<b>Job Title/Department</b>	<b>Union</b>	<b>Current Pay Grade</b>	<b>Recommendation</b>
Typist Clerk III Register of Deeds (3 requests)	U.S.W. full-time	TU06	Reclassify to Secretary II (TU07) effective January 1, 2011
Staff Accountant/ Retirement Payroll & Benefits	B.C.A.M.P.S.	PB08	Reclassify to Retirement Administrator/Accountant (PB09) retroactive January 1, 2010
Payroll Clerk Payroll & Benefits	U.S.W. full-time	TU08	No reclassification
Account Clerk III Finance	U.S.W. full-time	TU07	No reclassification
Typist Clerk III County Clerk (2 requests)	U.S.W. full-time	TU06	No reclassification
Secretary to the County Clerk County Clerk	U.S.W. full-time	TU07	Reclassify to Secretary to the County Clerk (TU08) effective January 1, 2011

*John E. Miller*  
*Sheriff Of Bay County*

Michael T. Janiskee  
Undersheriff

Newt Jerome  
Jail Administrator



To: Tim Quinn  
Personnel Director

From: Sheriff John E. Miller

A handwritten signature in dark ink, appearing to read 'J E Miller', is written over the printed name.

Date: November 8, 2010

Ref: Deputy Position

**Background:** The recent retirement of a Road Patrol Lieutenant has created a vacancy in the Road Patrol Division.

**Finance/Economics:** The position is budgeted in our current 2010 budget as full time with benefits. The position is covered under the Police Officers Labor Council (POLC).

**Recommendation:** I am requesting authorization to fill one Road Patrol Deputy position.

CC: Ernie Krieger, Chair, Personnel/Judicial Committee  
Michael T. Janiskee, Undersheriff  
File Copy

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**BAY COUNTY BOARD OF COMMISSIONERS****12/14/10****RESOLUTION**

BY: PERSONNEL/JUDICIAL COMMITTEE (11/16/10)

RESOLVED By the Bay County Board of Commissioners that concurrence is given to post/advertise/fill the following full time/part time/temporary/seasonal or co-op positions/vacancies, monies for said positions to come from the respective departmental budgets:

- A. Sheriff Department - Road Patrol Deputy (ft, \$15.29/hr.)
- B. Division on Aging - Kitchen Aide (pt, \$9.12 entry)

RESOLVED That budget adjustments, if required, are approved.

RESOLVED That it is clearly understood that any positions funded through a grant shall be terminated or hours reduced if grant funding is terminated or reduced.

ERNIE KRYGIER, CHAIR  
AND COMMITTEE

Vacancies - 12-14-10

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
Michael J. Duranczyk				Colleen M. Mallette				Brian K. Elder			
Patrick H. Beson				Ernie Krygier				Eugene F. Gwizdala			
Vaughn J. Beglck				Kim Coonan				Donald J. Tilley			

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_  
VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_